

Witley Parish Council Risk Management Strategy 2021-2022
For review by Full Council on 24th June 2021

This document seeks to eliminate or reduce the potential for losses and when they do occur, minimise their impact through a planned and managed approach.

Significant risks have been identified, loss evaluated, risk eliminated or minimised, improvements sought, and arrangements made to cover for loss.

Assets: Buildings & Equipment (Burton Pavilion, Depot, Cemetery Gate, War Memorials, Bus shelter)				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Protection of physical assets	Rebuilding or replacement costs Loss of rents/income Impact on budget	L	H	Regular security patrols Building insured - value increased by RPI annually.
Risk or damage to third party property or individuals	Insurance claim	L	H	Review adequacy of Public Liability Insurance
Security of buildings	Theft of structure or equipment Theft of documents hard copy and electronic Theft of PCs	L	H	Security Cameras Security Alarms Patrol of Burton Pavilion Smart watering of War Memorial Electronic documents backed up to the cloud
Maintenance of buildings	Deterioration leading to repair or replacement costs. Replacement cost Litigation	L	H	Regular review and maintenance of bus shelter by Groundsman Regular review of building and equipment throughout the year.
Assets: Street furniture and play equipment				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Protection of physical assets	Theft, severe damage or destruction Vandalism to play equipment, bins and seats	M	H	Nightly security visits; which are increased as and when necessary. Full replacement insurance cover Police and other partners informed if additional help is required.
Maintenance of street furniture and equipment	Deterioration leading to repair or replacement costs.			Weekly and monthly inspections of play equipment by Groundsman Annual inspections of play equipment by ROSPA (received by Councillors) Informal inspections of street furniture by Councillors and staff
Assets: Land, natural assets				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Protection of physical assets	Damage to land by fire, water or land slippage. Damage to walls Damage to or by trees Vandalism to play equipment, bins and seats.	L	H	Informal visits by councillors and staff Monthly inspection by Groundsman.
Maintenance of land and natural	Deterioration and need for replacement	L	H	Regular informal inspections by Councillors, staff and Groundsman

assets	Litigation			Regular Tree inspections Review adequacy of Insurance/Public Liability Insurance
Financial Controls and Records: Banking and Cash				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
General income	Reduced income Budget overspend	L	M	Regular monitoring by RFO Annual review of all leases and charges Full budget breakdown presented at every Committee meeting Reserves held
Income from Cemetery	Loss of income	L	M	Burial Register updated for grave allocations. Check of Burial Register to invoices to undertakers. Check of memorial fees work dockets to invoicing. Accounts presented to F&GP bi-monthly.
Income from Allotments	Loss of income	L	M	Check allotment register to invoices. Accounts presented to A&E bi-monthly.
Petty cash	Theft Prosecution costs	L	L	Monthly reconciliation. Vouchers. Maximum of £300 held in safe. RFO and Clerk only mandate to draw petty cash. Fidelity guarantee.
Banking - £85,000 FSCS Compensation limit	Loss of council's money	M	H	Regularly review status of bank for any downgrading. Review other banking options when necessary. Spread reserves across Unity Bank, Lloyds and the Public Sector Deposit Fund.
Banking – online fraud prevention	Loss of council's money	M	H	Unique usernames and passwords set up for each online banking user, only know to individual user. Quadruple handling of all payments. System in place whereby bank carries out additional security checks on unusual banking transactions – if the bank suspects fraudulent activity they will suspend the transaction.
Financial Controls and Records: Customs and Excise				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Comply with customs and excise regulations	Legal proceedings Loss of Council reputation Staff time Failure to recover all VAT	L	H	All items entered in cash book Internal audit check VAT included as income in budget
Financial Controls and Records: Budget and Precept				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Budgeting for annual precept	Not submitted Not paid by Waverley Borough Council Inadequate precept	L	H	RFO attends Precepting meeting Full minutes – RFO follows up Check and report to F&GP Bi-monthly reviews of committee budgets Reserves held.
General reserves	Adequacy	L	H	Consider at Budget setting
Earmarked reserves	Adequacy	L	M	Consider at Budget and review of final accounts.

				Reviewed by relevant Committee bi-monthly.
Financial Controls and Records: Payroll				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Payroll controls	Wrong rate of pay/changes to rate of pay. Wrong hours False employee Wrong deductions	L	L	Check to minutes Check to contract Check to timesheets Check to PAYE Calc Check to payslip Accounts presented to Council on a monthly basis. Signed by Chairman. Minutes approved.
Financial Controls and Records: Inland revenue				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Comply with Inland Revenue requirements	Prosecution Reputation of Council diminished	L	M	Registered with Inland Revenue All annual returns approved by Council Internal Audit checks
Financial Controls and Records: Grants				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Grants and donations	No evidence of agreement of Council to pay	L	M	Minute council agreement
Conditions agreed	Formal agreement not signed; conditions not adhered to.	L	M	Agreements to be signed and checked before funds released.
Financial Controls and Records: Direct costs and overhead expenses				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Council purchases	Goods not supplied to Council	L	M	Follow up on all orders
Invoice incorrectly calculated or recorded	Council over/under pay.	L	M	Check arithmetic on invoices and perform bank reconciliations on monthly basis
Bacs/cheque payable is excessive or to the wrong party	Incorrect amount paid	L	M	There is quadruple handling of all payments. RFO sets up the payments which are checked by the Clerk for accuracy. Councillor signatories authorise payments in accordance with invoices. Two signatories are required to authorise each payment by cheque or BACS.
Financial Controls and Records: Internal Audit				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Effectiveness of the internal audit	Failure to report on issues relating to the Council's effectiveness of risk management, control and governance processes.	L	H	Adherence to the 'Governance and Accountability for Smaller Authorities in England' a practitioner's guide March 2016. Continue with the current relevant work practices.
Liability: Safety				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Health and Safety	Risk to third-party, property and individuals and staff	M	M	Site risk assessments undertaken, monthly and annually

	Claims against the Council Cost and time spent in litigation Loss of staff time			Signage at sites to warn visitors Groundsman provided with appropriate work wear Eye test for office staff
Liability: Legal				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Legal liability as a consequence of asset ownership (e.g. burial ground and playgrounds)	Claims for personal injury	L	M	Insurance cover/Public Liability Insurance
Ensuring activities are within legal powers	Illegal payment or activity Legal fees Reputation of the Council damaged	L	H	Trained Clerk Internal Audit Trained Council Members Manual containing SO's & Fin Regs
Liability: Councillor propriety				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Councillor acts inappropriately	Contracts illegally let Legal action against the council for loss Legal action against Councillors for loss or damage	L	H	Standing orders and Financial regulations issued to all Councillors Training and publications provided on Interests Clerk provides advice to Councillors Internal and External audits Insurance
Members interest	Breach of regulations	L	H	Declaration of interests to be documented/minuted and any conflict addressed as appropriate
Liability: Employer liability				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Complying with employment law	Claims against Council	L	M	Legal advice available from NALC, SLCC and Hedley Solicitor. Review and produce range of staff policies and procedures. Staff handbook required to contain staff terms and conditions and relevant council policies.
Administration: HR assets				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Human resource capital	Loss or sickness of Clerk Loss or sickness of RFO Loss or sickness of groundsman Early/sudden departure by staff	M	H	Sick pay Use of Locum Clerk through SALC Annual appraisals to be reviewed by the Staffing Committee, including review of staff work loads.
Administration: Decision Making				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Councillor attendance at meetings	Meetings not quorate Decision and resolutions not made in a timely manner Failure to meet external	L	M	Councillors are requested to contact the Clerk if they are unable to attend meetings Meetings rescheduled where problems are foreseeable

	standards e.g. audit requirements Failure to respond to Borough or County Council consultation			
Pandemic/Extreme weather	Meetings unable to be attended, risk that the decision-making process will stall.	M	H	Online meetings to take place where allowed by regulations. Standing Orders amended to allow Clerk / Chairman to make decisions on behalf of the Council in exceptional circumstances.
Document Control: Minutes				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Proper and timely reporting via minutes	Decisions cannot be substantiated Complaints to the ombudsman Improper payments	L	H	All minutes checked by Chairman of Committee Minutes reviewed at following meeting All critical decisions ratified by Full Council
Document Control: Other business document				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Paper document control	Loss of records Unable to find records Documents kept beyond required date causing storage problems	L	H	Key hard copy documents filed alphabetically in fireproof cabinet Model Publications Policy and Information Guide adopted by Full Council Legal documents kept in safe.
IT based document control	Loss of records Unable to find records Documents corrupted Claims through disputes Legal & other costs	M	H	Documents backed up to the Cloud. Edge database backed-up remotely
Document Control: Website				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Backing up of web site	Loss of communication channel for councillors and public	L	M	Rolling back up versions of all files Supplier to improve hacking defences
Document Control: GDPR Breach				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Control of personal data	A fine from the Information Commissioner's Office (ICO) Compensation to the individual(s) concerned.	M	H	Undertake an information audit Issue privacy statements Audit of potential data protection risks with new projects Minimise who holds personal data Adoption of appropriate policies Regular review of policies and internal controls

Signed by the WPC Chairman:..... *B.J. Kinno* Date:..... *30.06.22*

To be reviewed June 2022